



**City of Austin**  
**Small & Minority Business Resources Department (SMBR)**  
**4201 Ed Bluestein Blvd; Austin, TX 78721**  
**Certification Division: (512) 974-7645**

### SMBR Certification Information

**SMBR Mission:** The purpose of the Small and Minority Business Resources Department is to administer the Minority-Owned Business Enterprise/ Women-Owned Business Enterprise (MBE/WBE) Procurement Program and provide development opportunities and resources for small businesses so that they can have affirmative access to city procurement opportunities.

**The Certification** division verifies that Minority, Women, and/or Disadvantaged-Owned Business Enterprise applicants own, manage, and control the day-to-day operations of the business by ensuring that business owners meet the qualifications of the MBE/WBE and DBE Procurement Programs.

#### **Types of Certifications available;**

- Minority-Owned Business Enterprise (MBE)
- Women-Owned Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- Airport Concessionaire Disadvantage Enterprise (ACDBE)
- Small Business Enterprise (SBE)
- Historically Underutilized Business (HUB)\*

\*The City of Austin has a Memorandum of Agreement (MOA) with the Statewide HUB Program. Eligible firms will be submitted to HUB for certification approval and inclusion into the state's HUB Directory.

**If you are applying for more than one certification, please provide only ONE SET of supporting documents. Mail or deliver the application(s) to our office; DO NOT FAX OR EMAIL YOUR APPLICATION.**

#### **Certification General Eligibility Requirements**

Applicant(s) and their business must:

- Be 51% owned, managed and controlled by a socially and economically disadvantaged individual(s)
- Be a member of one of the designated presumed groups: Asian-American, African-American, Native American, Hispanic or Women
- Have experience/expertise directly related to the firms selected scopes of work
- Be a small business as defined by the Small Business Administration (SBA)
- Have a facility located in the State of Texas with resources to provide services
- Be a for-profit business, in operation for a minimum of 90 days (Does not apply to DBE certification)
- Meet Personal Net Worth requirements

For a complete set of MBE/WBE Procurement Program Rules and Ordinances, visit our website at [www.austintexas.gov/departmentsmall-and-minority-business/services](http://www.austintexas.gov/departmentsmall-and-minority-business/services)

**Information regarding Disadvantaged Business Enterprise (DBE) and Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) certification:**

Disadvantaged Business Enterprise (DBE) and/or Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) certification is for federally-funded Department of Transportation projects within Texas. Please complete the DBE application for these specific types of certifications.

Airport Concessionaire Disadvantaged Business Enterprise Program (ACDBE). Concession means one or more of the types of for-profit businesses such as: (1) A business, located on an airport subject to this part, that is engaged in the sale of consumer goods or services to the public under an agreement with the recipient, another concessionaire, or the owner or lessee of a terminal, if other than the recipient. (2) A business conducting one or more of the following covered activities, even if it does not maintain an office, store, or other business location on an airport subject to this part, as long as the activities take place on the airport: Management contracts and subcontracts, a web-based or other electronic business in a terminal or which passengers can access at the terminal, an advertising business that provides advertising displays or messages to the public on the airport, or a business that provides goods and services to concessionaires.

DBE and ACDBE certification requires a Federal Tax Identification number for all applicants. To obtain a Federal Employer Identification Number, contact the Internal Revenue Service at (800) 829-4933. There is no fee to obtain an FEIN.

**Information regarding Small Business Construction Program (SBCP) certification;**

This program is designed for construction projects with an estimated budget of less than \$50,000. These projects will be reserved for initial solicitation for certified SBEs. In order to qualify for inclusion in the SBCP, a firm and its affiliates must meet the Small Business Size Standards as reflected in the U.S. Small Business Administration's Subsector 238-Specialty Trade Contractors of \$14 million in average gross receipts for the past three years and be certified as a **Small Business Enterprise (SBE)** by the City of Austin. **Note: The SBCP program is race and gender neutral**

**Information regarding Historically Underutilized Business (HUB) certification:**

If you wish to be considered for the State of Texas Historically Underutilized Business (HUB) certification you must have a Federal Employer Identification Number and be a US Citizen or Naturalized. Documents to support your FEIN and Citizenship or Naturalization must be included.

The City of Austin has a Memorandum of Agreement (MOA) with the Statewide HUB Program. Eligible firms will be submitted to HUB for certification approval and inclusion into the state's HUB Directory.

**Business Size Information:**

North American Industry Classification System (NAICS) also known as your "business industry" code is or will be located on your business tax return. For purposes of size standard determination, the tax return must identify a current, valid code that reflects your primary business.